

~~SECRET~~

28 MAY 1961

Chief, Physical Security Division,  
Office of Security

Chief, Records Management Staff,  
Management Staff

Records Maintenance and Working Procedures of the Badge Office

1. The attached study proposes procedural changes in the issuance of Agency Credentials and contains suggestions for a file maintenance program for the records created to document individual transactions.
2. This project has resulted in agreement between this Staff and the Badge Office that a single document can serve in most instances as the basic request for, and, record of credential issued. The Badge Office also agrees that a rescheduling of new employees for processing will greatly aid them in performing their duties in an efficient manner.
3. We will of course assist you further in implementing the proposals in this study if you desire. The willingness and cooperation of your people was greatly appreciated as were their suggestions for improvements which are reflected in part in this study.
4. Your approval is requested.

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Mgt/S/RMS/  smb (26 May 1961)